BI/Query Legacy Student Records Model 1 – WebSURF Replacement

Instructions for use

Information on BI/Query is available at:

www.gla.ac.uk/myglasgow/it/businesssystems/biquery/#/studentrecords

- Access to BI/Query requires a valid GUID and a password to use for BI/Query specifically plus authorisation to use a particular model.
    For long-serving users, the user id may have been used before GUIDs were available.
    Passwords can be reset by sending a request using the Self-service Helpdesk.

    New users must apply for access to the SRS legacy model using the application form. The form is available from the above page - **BIQuery Student Records Legacy Model(.doc)**

- To get access to BI/Query, download BI/Query Launcher from the System Access section of the above page

To Use BI/Query:

- Open BI/Query Launcher application from your desktop

    Note: for the first use only after download, you must 'Run as Administrator'

To do this**, right-click** the BI/Query Launcher icon from the Windows Menu or from the BI/Query icon on your desktop and select the 'Run as Administrator' option. Follow the on-line instructions.

- Login using your GUID and BI/Query password (or your BI/Query user account if it is not your GUID)

- From the BI/Query Models window, select Students System Model - **Model 1 WebSURF**

- The front page of the model is opened. It has two buttons:

    BI/Query Model directs you to the full model (for experienced BI/Query users only)

    WebSURF Replacements directs you to a page with buttons which trigger queries to give you information relating to the description on the button. The queries require certain values to be known before they run. A list of the buttons and their descriptions are below.

- Results from the queries are displayed in a spreadsheet compatible format. Clicking the top left hand cell of the results highlights the whole results set. This can then be copied and pasted to a spreadsheet, if desired.

    'By Names' queries can be run giving a full surname or the first few characters of it and forenames can be the full value, if known, or a partial value, even just one letter. Remember, names might not be recorded as you expect; eg Mcs and Macs; student possibly known by middle or abbreviated name. Note queries by name may take longer to run than others.

    NOTE: This is legacy data and it is possible that there are gaps or unknown values in results.

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The WebSURF Replacement Queries

Note: a date value of '01/01/1970', indicates a value of BLANK.

Searching by Names: Surname can be the first few characters of the surname; be careful with Mcs and Macs. Forename(s) can be any known characters in the forename(s).

Button Group	Button name	Query Description
Summary		An overview of a student's basic identification information and academic history.
	By number	Provide a valid student number to access the data. Graduation data is included in the output.
	By names	Provide a valid surname and the forename(s); .
	By Session and Qual	Provide the academic session (e.g. 1986) and a valid legacy qualification code (e.g. S40). Beware, this could be a very big list but BI/Query will pause after 100 rows are displayed and provide options for continuing or not.
Personal		Some personal details for a student – names, DoB, sex and last recorded qualification
	By number	Provide a valid student number to access the data
	By Names	Provide a valid surname and the forename(s), sorted by student number
	By Names and DoB	Provide a valid surname and the forename(s) if known, and/or a valid Date of Birth in the format dd/mm/ccyy; sorted by student number
	By DOB only	Provide a valid Date of Birth in the format dd/mm/ccyy. Ignore the values for hours, minutes and seconds that the system displays.
	By Number with Home Address	Last known Home Address information for a student and Nationality Provide a valid student number to access the data.
Programme		Academic details for all qualifications and all sessions that a student has a record for, whether present or not.
	By number	Provide a valid student number to access the data; sorted by number
	By Names	Provide a valid surname and the forename(s) if known; sorted by student names, student number and descending session
	By Session and Qual	Provide the academic session (e.g. 1986) and a valid legacy qualification code e.g. M30; sorted by student name and number Beware, this could be a very big list but BI/Query will pause after 100 rows are displayed and provide options for continuing or not.
Curriculum		
	Courses By Number	The Curriculum History for a student, with courses only, no

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		exam results. Only run by number as run by name takes too long. Provide a valid student number to access the data; sorted by descending session, scotcat level and course code.
	Exams By number	The Academic History of exam results for a student. Only run by number as run by name takes too long. Provide a valid student number to access the data; sorted by descending session, exam diet code, scotcat level and course code.
Fees		The Student Fee History for a student. It includes payments by sponsor and fee type and total payments by fee type for a session
	By Number	Provide a valid student number to access the data; sorted by ascending session and fee type
Graduate		Graduation information for a student, even if student hasn't actually formally graduated.
	By Number	Provide a valid student number to access the data; sorted by descending session
	By Names	Provide a valid surname and the forename(s) if known; sorted by student names, student number and descending session
SSET Only		For use by Student Services Enquiry Team (SSET)
	Certification of Status Letter	Create data required for production of the student Certification of Status letter by SSET as requested by a student. Run by student number.

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Attributes used in the results of the WebSURF replacement queries

Most queries have the student number, student name, student date of birth and the student debt status as the first items of data. This is similar to the header information that was displayed for all pages in WebSURF.

If any of the values for Debt Flags is 'Y', the student is a Debtor; i.e. NNNN = No Debts

Attribute Name	Description
academic_session_code	The academic session value to which the data in the row refers. Value is in the form ccyy and refers to the year in which the start of the academic year falls; e.g. 1990 which refers to session 1990-91.
adviser_title	The code and the name of the student's Adviser of Studies compiled into one field
attendance_status_code	A coded value indicating the type of attendance that the student had in the year referenced; e.g. P=Present. See below for a full list of values
ceremony_type	A coded value indicating the type of graduation event the student presented through; valid values are: 1=Full Graduation ceremony; 2=In Absentia; 3=Diploma award
claim	Fees: the amount of the student fee that is to be claimed from a Sponsor
class_of_degree_name	The description of the class of award that the student attained.
classification_code	The code of the award classification that the student is aiming for
classification_name	The description of the award classification that the student is aiming for
course_code	The code of a course module that the student is enrolled on
course_name	The description of a course module that the student is enrolled on
course_qualifier_title	A code and a description compiled into one field which show a particular classification of a course module.
current_year_of_course	A numeric value for the year of the curriculum of the student for the award being aimed for (as opposed to the actual year of study which increments each academic year)
date_of_birth	The value of the student's date of birth in the form dd/mm/ccyy
date_of_registration	The date that the student registered for the referenced academic year in the form dd/mm/ccyy
debt_flags	A 4-character field which is a concatenation of the 4 debt flags recorded for a student in the order of tuition debt, other debt, previous session tuition debt and previous session other debt. See below for definitions of these individual fields.
duration	The standard duration of the award or programme of study that the student is aiming for; in years for UG students and in months for PG students
entry_academic_session	The academic session value for the academic year in which the student started studying for the referenced award
exam_diet_code	A value to indicate the examination diet in which the student sat the referenced exam and achieved the recorded exam result

expected_fee	Fees: the amount of fee of a particular type (Tuition or Bench) that a student is expected to pay for the award being aimed for
fee_status_code	A code indicating which fee category a student falls into; e.g.01=standard home, 02=standard overseas
fee_type	Fees: the type of fee can be TN=Tuition or BN=Bench
final_year_flag	An indicator that a student is calculated to be in their final year of study
graduate_status_code	A coded value indicating the status of the graduate; P=Present at a ceremony and has received degree; Q=Qualified to graduate but not yet attended a ceremony; N=Not (yet) qualified to graduate
graduation_date	The date that the student has fully graduated; in the form dd/mm/ccyy
gu_college_code	A coded value indicating the UoG College to which the student's award is considered to belong, based on the qualification code
leaving_date	The date the student left the University; the attendance status of the student will normally be W (Withdrawn). For some records, it is completed for a successful leaver, reason = 1. A full list of reason for leaving codes is listed below.
MAX academic_session_code	This is the highest value academic session that a student has recorded for a particular qualification.
method_of_study_code	A coded value to indicate whether a student is studying on a full-time basis or part-time. Codes are F and P respectively. A third code of T is sometimes used to indicate that the student is part-time but paying full fee amount.
mix_forename	The student forename(s) in mixed case
mix_full_name	The student surname in mixed case
mix_surname	The student's full name in the form forenames and surname in mixed case
other_debt	A Y/N (Yes/No) flag to indicate whether a student has any debts other than tuition fee debts for the referenced academic year
paid	Fees: the amount of the student fee that has been paid by a Sponsor, if the fee is not being claimed directly from the Sponsor
plan	Fees: a code to indicate the type of payment plan that a student is using
programme_start_date	The date that the student is deemed to have started studying on the referenced programme of study
prvs_sess_other_debt	A Y/N (Yes/No) flag to indicate whether a student has any debts other than tuition fee debts for previous academic years, not the referenced one.
prvs_sess_tuition_debt	A Y/N (Yes/No) flag to indicate whether a student has any tuition fee debts for previous academic years, not the referenced one.
qual_code	The code to indicate the award/qualification that a student is aiming for in the referenced academic year
qualification_date	The date that the student is recorded as having qualified to graduate; in the form dd/mm/ccyy
qualification_name	The description of the award/qualification code that a student is aiming for in the referenced academic year
qualification_title or qual_title	A combination of the qual_code and qualification_name into one

	field to describe the award that the student is aiming for in the referenced academic year
reason_for_leaving_code	A code that indicates why a student left the University; see below for a full list of codes. The leaving_date indicates when the student left.
result_title	A combination of an exam result code and its description to indicate the exam result that a student has attained for the course exam referenced
scotcat_credit	A numeric value for the number of credits that are assigned to a course module. Scotcat refers to the value from the Scottish Qualifications framework
cotcat_level	A value to indicate the academic level, with reference to the Scottish Qualifications framework, which the course is defined at
service_charge	Fees: the monetary value for service charges that the student has incurred for a particular fee payment
sex	The gender of the student; M=Male, F=Female, I=Indeterminate
sort_name	The student name in the form surname, forename(s) and in uppercase characters. Names are formatted to force a correct sorting order; Mc/Mac are M C; O' have apostrophe dropped.
sponsor_name	The full name of the student sponsoring body identified from a coded value recorded in the student sponsor record
student_number	The 7-digit unique identifier of a student
student_reference_number	A reference number allocated to a student by the sponsoring body responsible for their fee payment
subject_title or subj_title	A combination of the subj_code and subject_name into one field to describe the subject of the award that the student is aiming for in the referenced academic year. Note this may sometimes be blank. Older records have indefinable values
SUM total_fee	This is the sum of the fee payments for a referenced year and fee type for the student; the monetary amounts summed are claim, paid and service charge for a specific fee type
title	The titular value for the student e.g. Mr, Miss, Ms
total_fee	Fees: the amount of fee of a particular type (Tuition or Bench) that a student has paid for the award being aimed for in an academic year; not considered very reliable
tuition_fee_debt	A Y/N (Yes/No) flag to indicate whether a student has any tuition fee debts for the referenced academic year

Attendance Status

A	Absent
B	Return to not registered
C	Socrates Out
D	Deceased
E	WORK PLACEMENT
G	Graduate Only
H	Higher Doctorate
I	Exchange In
J	Provisional(Non-Fee)
K	Approved Tmp Suspend
L	Long Term
M	Provisional Registration
N	Not Registered
O	Exchange Out
P	Present
Q	Temp. Withdrawn
R	DISTANCE LEARNING
S	Sabbatical
T	Writing Up
V	Visiting
W	Withdrawn
X	Language Abroad
Y	Exams Only
Z	Exam Debtor

Class of Degree (Graduation)

0	Not App
01	First Class
02	Second Class Div One
03	Second Class Div Two
04	Second Class
05	Third Class
07	Unclassified
08	Commendation
09	Pass
0A	Honours
0Q	
10	Non Honours
11	Gen Deg
1A	No Classification
1a	Distinction
1b	Distinction (M.A.)
A1	M.Ed.
QG	General
QH	With Honours
QM	With Merit
UE	Unclassified

Award Classification

CER   CERTIFICATE
DCER   DACE Certificate
HONS   HONOURS
NA   NA
NON   NON GRADUATING
ORD   NON HONOURS
PCER   CERTIFICATE
PDIP   PG DIPLOMA
RES   RESEARCH
TGT   TAUGHT
UCER   CERTIFICATE
UDIP   UG DIPLOMA

Exam Diets

G   GENERAL
N   NOVEMBER
D   DECEMBER
B   JANUARY
M   MARCH
J   APRIL/MAY
S   AUGUST
R   RESEARCH ONLY

Reasons for Leaving

1   SUCCESS COMP COURSE
10   FINANCIAL REASONS
11   DROP OUT PERS RSNS
12   WRITE OFF LAPSE TIME
13   EXCLUDED
14   GONE INTO EMPLOYMENT
15   OTHER
16   TEMP SUSPENSION STUD
2   ACADEMIC FAILURE
4   HEALTH REASONS
5   DEATH
6   NO REASON GIVEN
7   SECONDED OTHER UNIV
8   TRANSF OTHER UNI
9   RET TO OWN UNI SECON
A   NO REASON

Fee Status

01   STANDARD HOME FEE

02	STANDARD OVERSEAS FEE
03	RESIDENT ABROAD (INC EU) PAYING HOME FEE
04	HOME RESIDENT PAYING OVERSEAS FEE
05	NON-STANDARD HOME FEE
06	NON-STANDARD OVERSEAS FEE
07	HOME FEE PART SESSION
08	OVERSEAS FEE PART SESSION

Graduate Status

P	Fully graduated; ceremony attendance or in absentia
Q	Qualified to graduate but hasn't completed the graduation process
Z	Debtor; qualified to graduate but requires to pay debt